



# CEDAR PARK

## VOLUNTARY ANNEXATION PETITION - APPLICATION & CHECKLIST

(Please Print Clearly)

Name of Applicant: \_\_\_\_\_

Date of Submittal: \_\_\_\_\_

Proposed Acreage to be Annexed: \_\_\_\_\_

### Instructions:

- **Apply online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org). Provide 1 hard copy of the submittal package to Development Services Intake staff (512-401-5100).**
- Fill out the following application and checklist completely prior to submission.
- The most current application is located on the City's website ([www.cedarparktexas.gov](http://www.cedarparktexas.gov)) for your reference as well as **online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).**
- Place a check mark on each line when you have complied with that item.
- Submit the completed application package and all subsequent documentation and updates by:  
**Uploading to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) (preferred) or providing hard copies to Development Services Intake / 450 Cypress Creek Road, Building 2 / Cedar Park, TX 78613**

### Required Items for Submittal Package:

**\*\*The following items must be included in order for the Annexation Application to be accepted. \*\***

- \_\_\_ 1. Completed annexation petition with each owner's original signature. Must include all owners signatures if there are multiple owners of record.
- \_\_\_ 2. Application fee of **\$400.00** – includes fees for filing and processing of petition and required public notices.
- \_\_\_ 3. A copy of the deed showing current ownership.
- \_\_\_ 4. A clear and legible copy of certified field notes (metes and bounds) describing the boundary of the property that is being petitioned for annexation with a graphic exhibit (map or plat) clearly showing the property. The boundary description and the graphic exhibit must each be contained on an "8 ½ x 11" sheet of paper. If the property is a subdivided lot, please submit a copy of the recorded subdivision plat.
- \_\_\_ 5. If applicable, water and wastewater utilities agreement between City and applicant for extension of utilities.

### Do Not Write Below This Line – Office Use Only

Annexation Petition(s): <input type="checkbox"/>	Application Fee: <input type="checkbox"/>	Ownership Deed: <input type="checkbox"/>
Boundary Description: <input type="checkbox"/>	Water & Wastewater Utility Agreement (if applicable): <input type="checkbox"/>	

This application meets the requirements for processing.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Information:

Property Address: \_\_\_\_\_

Total Number of Acres: \_\_\_\_\_ Total Number of Tracts: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision \_\_\_\_\_

Survey Name and Abstract No.: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

Proposed Land Use and Purpose of Annexation: \_\_\_\_\_

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List all qualified voting age persons living on each tract of land.

<u>Tract #</u>	<u>Name</u>	<u>Mailing Address</u>
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## Owner's Information:

**\*\*Please fill out a separate sheet for each owner of record.\*\***

(Please Print)

Owner's Name

*(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)*

Owner's Mailing Address

City

State

Zip

Owner's Phone

Mobile

Fax

Email

### **Agent/Applicant Authorization**

Please check one of the following:

\_\_\_\_ *I will represent my petition before the city staff and the City Council of the City of Cedar Park.*

\_\_\_\_ *I hereby authorize the person named below to act as my agent/applicant in representing this application before the city staff and the City Council of the City of Cedar Park.*

Note: The agent/applicant is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent/applicant. If no agent is listed, the owner will be considered the agent.

(Please Print)

Agent/Applicant's Name

Company Name *(If Applicable)*

Mailing Address

City

State

Zip

Phone

Mobile

Fax

Email

If an agent/applicant is representing the owner of the property, please complete the following information:

I hereby authorize the person named above to act as my agent/applicant in processing this application before the City Council  
of the City of Cedar Park:

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_